

# Section 1

## Processing SF-52s

### Proponent: West CPOC

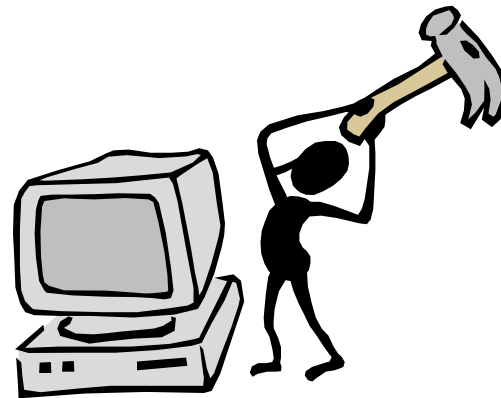
Sub-  
Section  
N/A

Topic

PERSACT Actions

Remarks

Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

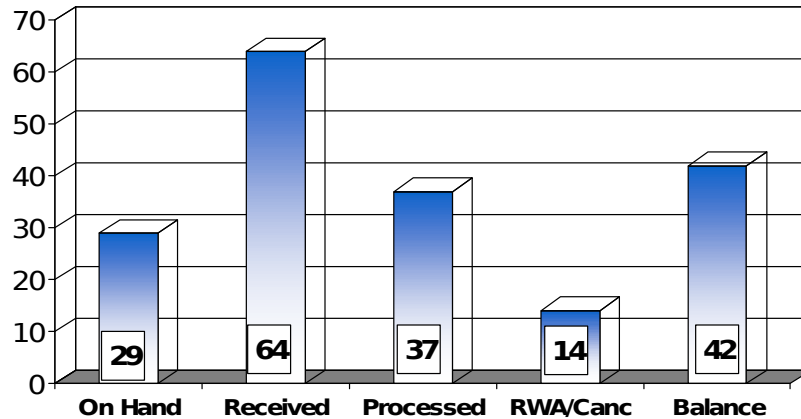


**TOPIC:** PERSACT Actions - YPG

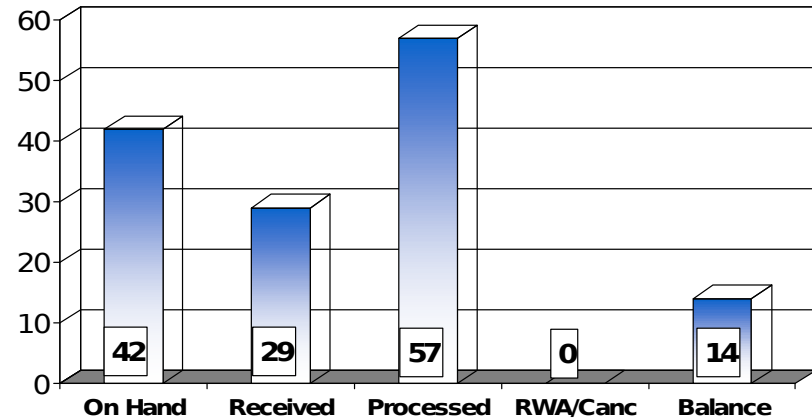
**1ST QTR-FY99**

**PROPONENT:** WCPOC

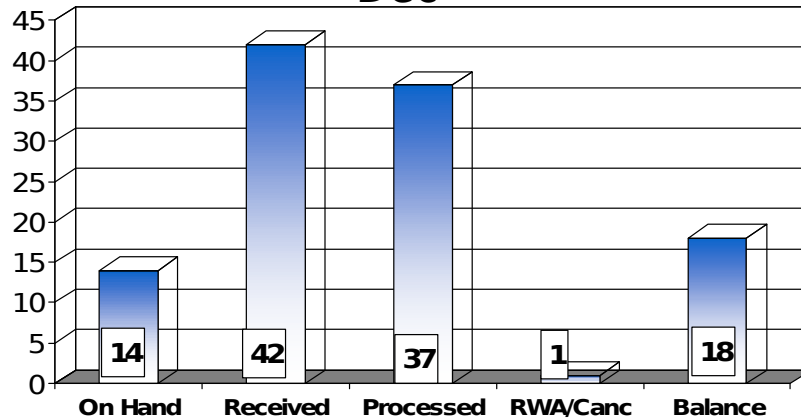
Oct



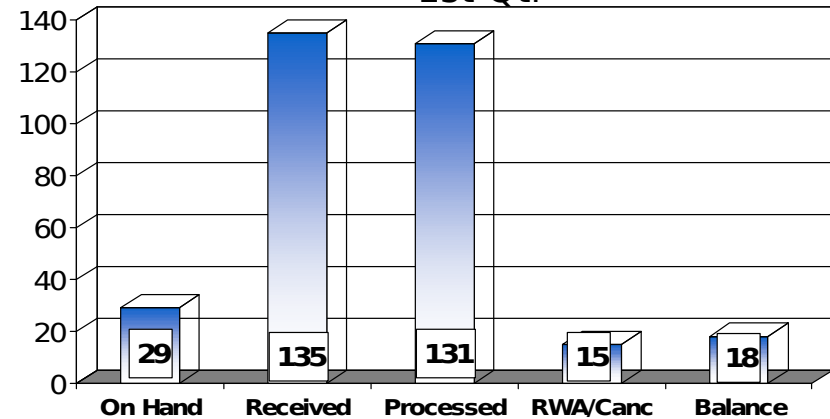
Nov



Dec



1st Qtr



**ANALYSIS:** Actions processed have generally equaled actions received. Last quarter 229 actions were received, and 236 were processed.



# SECTION 2

## Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.



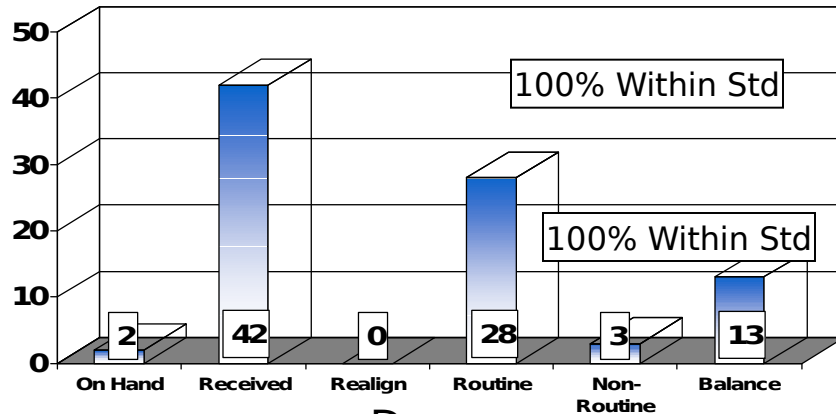
**TOPIC:****Classification Actions Processed - YPG****1ST QTR-FY99****PROPOSER/STANDARD:**

**WCPOC-**  
 Routine, 4 Days from Date Received in CD  
 Non-Routine, 30 Days from Date Received in CD

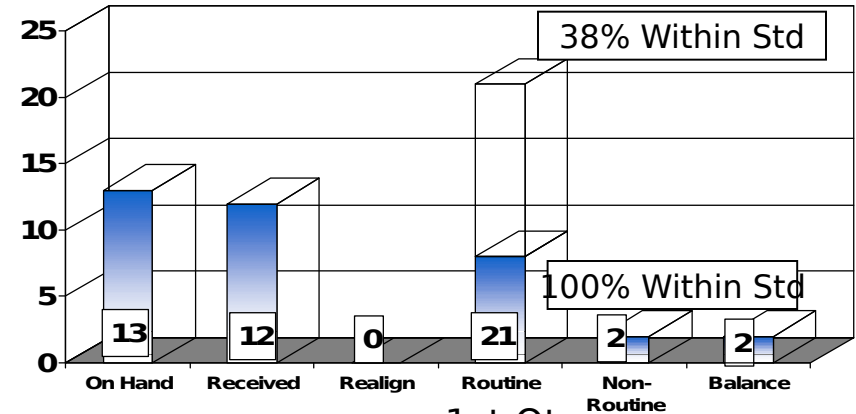
**ASSESSMENT:** Routine: Amber  
 Non-Routine: Green

Not in Standard In Standard

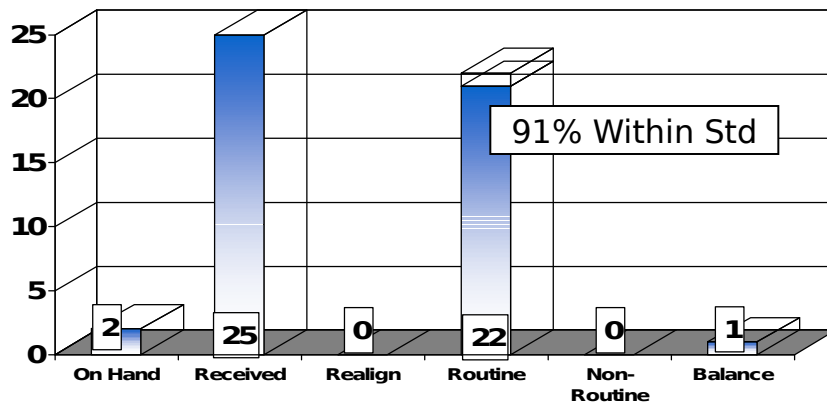
Oct



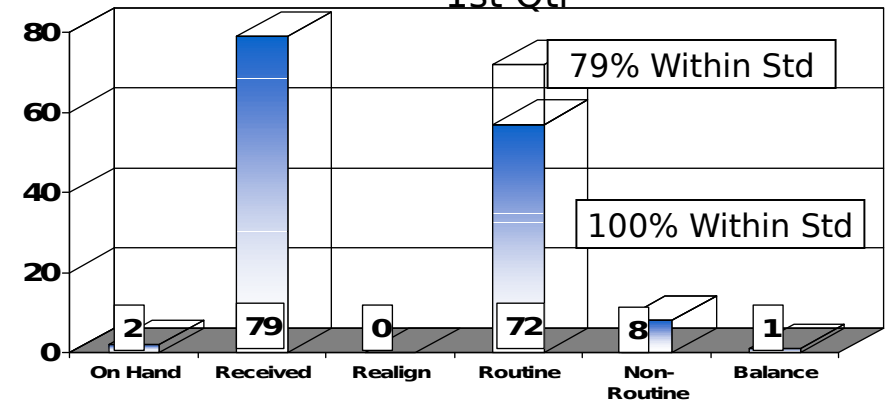
Nov



Dec



1st Qtr



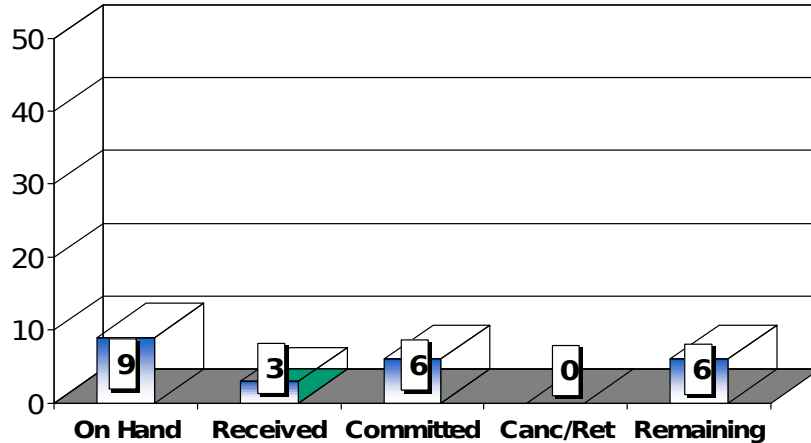
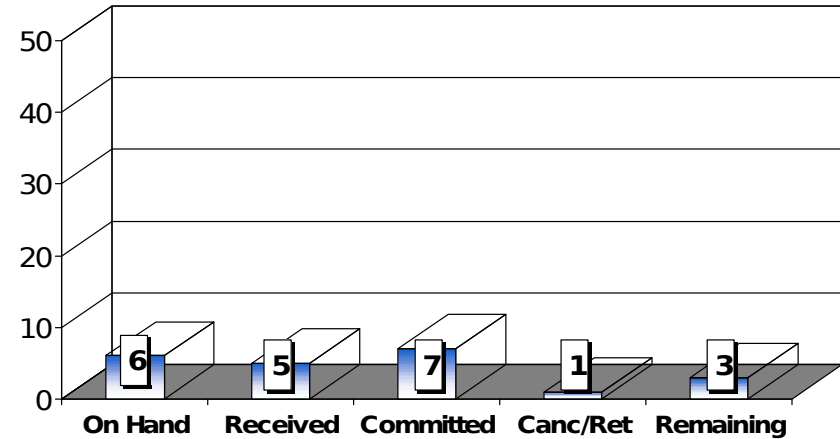
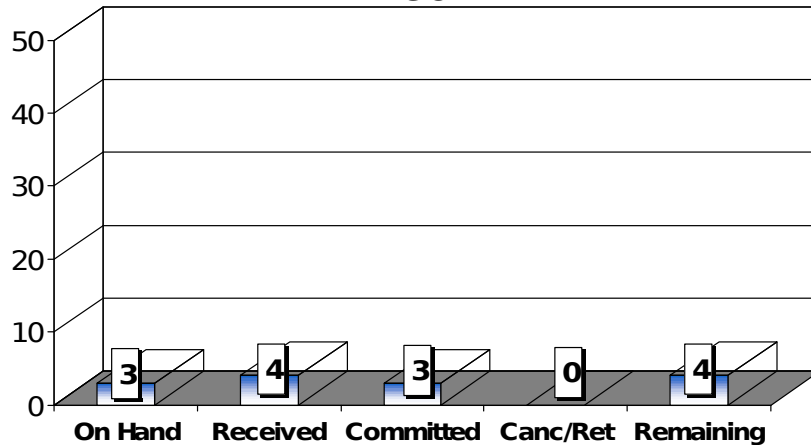
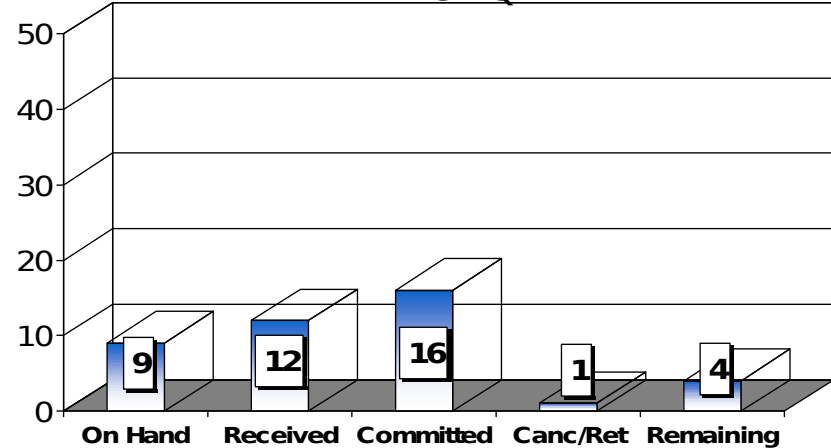
**ANALYSIS:** The severe drop during November is partly due to the loading of a new version of FPI software, which caused intermittent system downtime for a period of four days. Methods to improve processing to offset system downtime processed are underway. Non-routine actions were all processed in standard.

## SECTION 3

### Filling Jobs

Proponent: WCPOC, Staffing Services Division

<b><u>Sub-Section</u></b>	<b><u>Topic</u></b>	<b><u>Remarks</u></b>
<b>A</b>	<b>Recruitment Activity - Jobs Filled</b>	<b>/ Illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.</b>
<b>B</b>	<b>Referral Lists Issued</b>	<b>Shows volume and timeliness of referral lists issued - on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.</b>
<b>C</b>	<b>Resumes in Resumix Database</b>	<b>Depicts the number of resumes in the system from internal candidates.</b>
<b>D</b>	<b>Average Processing Time</b>	<b>Demonstrates the breakdown of time in the fill process- how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.</b>
<b>E</b>	<b>Management Feedback on Resumix</b>	<b>/ Illustrates management feedback on the Resumix process.</b>

**TOPIC:****Recruitment Activity - Jobs Filled - YPG****1ST QTR-  
FY99****PROPONENT: WCPOC - SSD****Oct****Nov****Dec****1st Qtr****ANALYSIS:**

During the quarter 16 positions were committed -13 through competitive procedures and 3 through other non-competitive sources. Of the 4 remaining actions at the end of the quarter, 3 have referrals issued, 1 are pending referral.

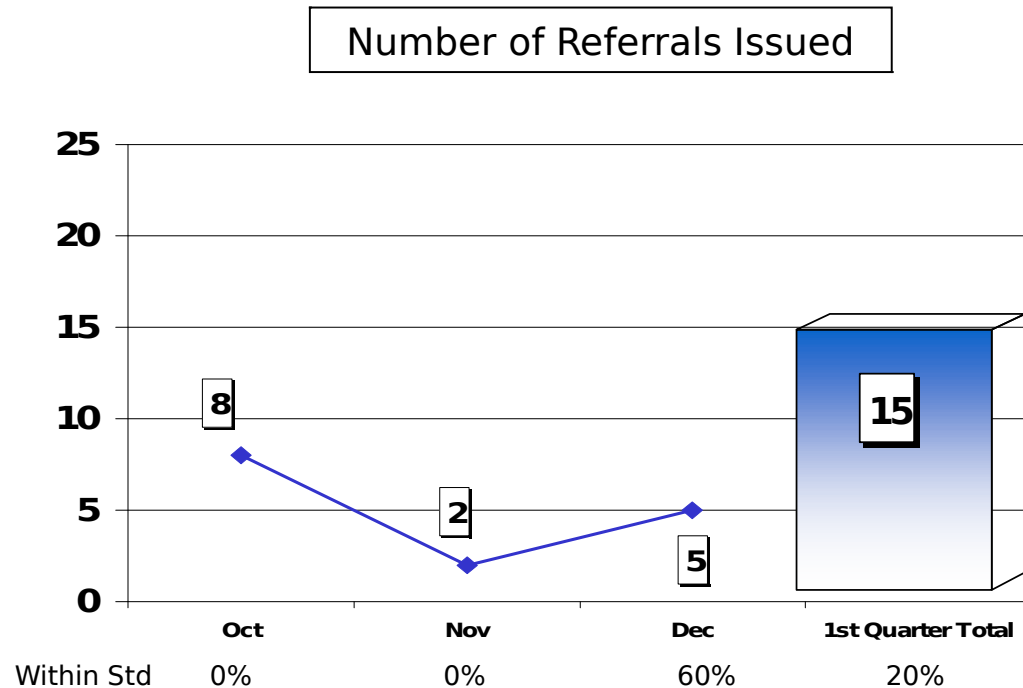
**TOPIC:** Referral Lists Issued - YPG

**1ST QTR-  
FY99**

**PROPONENT:** WCPOC - SSD

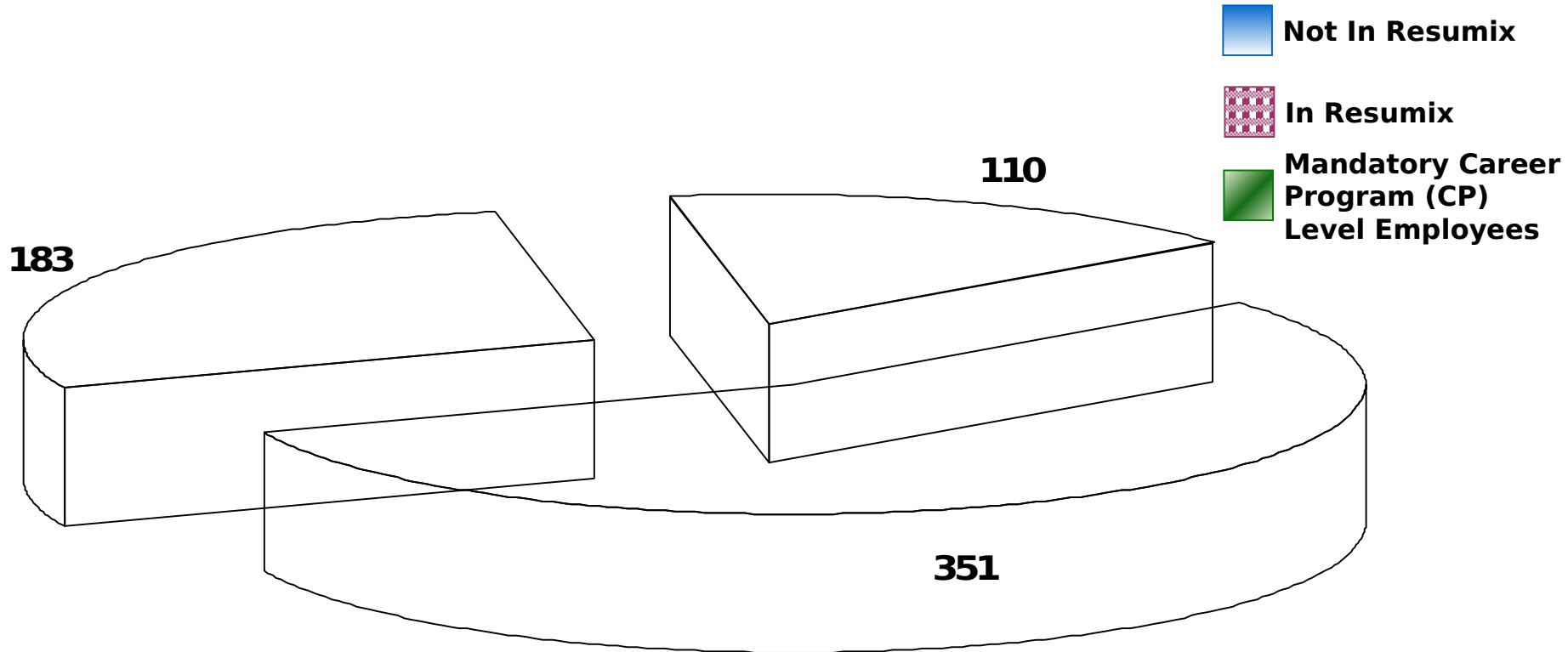
**STANDARD:** Resumix: 5 Calendar Days from Date Received in SSD  
DEU: 36 Calendar Days from Date Received in SSD

**ASSESSMENT:** Red



**ANALYSIS:** Referrals in October/November were not in standard due to the lack of candidates in Resumix. A significant increase in timeliness in December is a positive sign and should continue as the candidate pool continues to grow. The CPAC has done a significant amount of outreach to assist in locating candidates.



**TOPIC:****Resumes in Resumix Database - YPG****1ST QTR-  
FY99****PROPONENT: WCPOC - SSD**

Total Population: 644

# in Resumix (excludes mandatory CP level employees): 110 (24%)



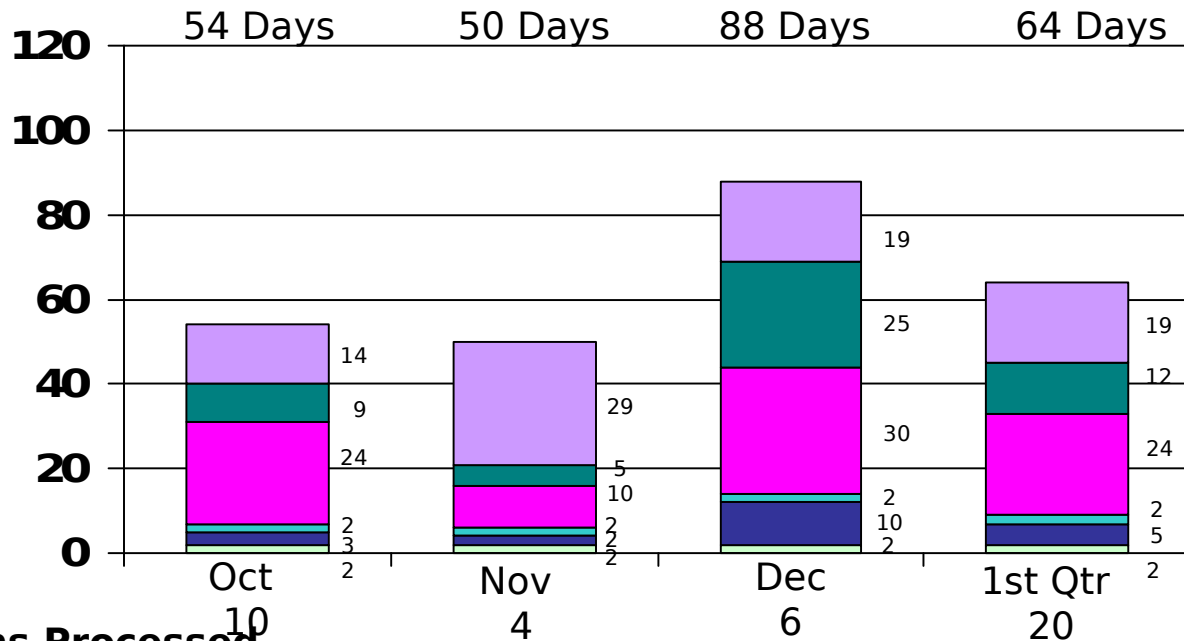
**ANALYSIS:** 24% of the current serviced population has submitted resumes to the Resumix database, an improvement over the 15% reported at the end of last quarter. Although this is a positive trend, employees must continue to be informed and encouraged to submit their resumes in order to receive consideration for job openings.



# TOPIC: Avg Processing Time - Recruitment Actions - YPG (From Initiation to Closure)

**1ST QTR-  
FY99**

**PROPONENT: West Region Partners**



## # of Actions Processed

Avg. Days w/ Manager/RMO (Army standard: 3 days)  
 Avg. Days w/ CPAC (Army standard: 3 days)  
 Avg. Days w/ CPOC CD (Army standard: 4/30 days\*)

Avg. Days w/ CPOC SSD to clear PPP, make non-competitive placement, and/or issue referral (Army standard: 5/36 days\*)  
 Avg. Days w/ Manager for Selection (Army standard: 10 days)  
 Avg. Days w/ CPAC to make job offer and establish EOD and CPOC SSD to process action.

**\*standard varies with type of action/referral**

**ANALYSIS:** 20 actions were processed this quarter in an average of 64 days each from initiation by the manager to closure. The CPAC and managers are doing an excellent job of flowing actions and making selections. Efforts will continue to improve the timeliness of filling positions.

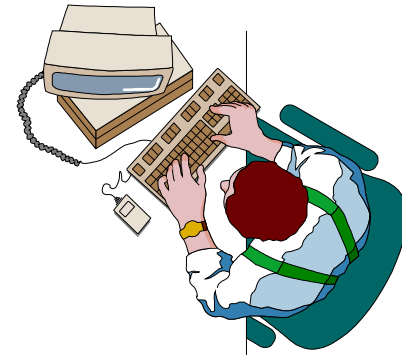


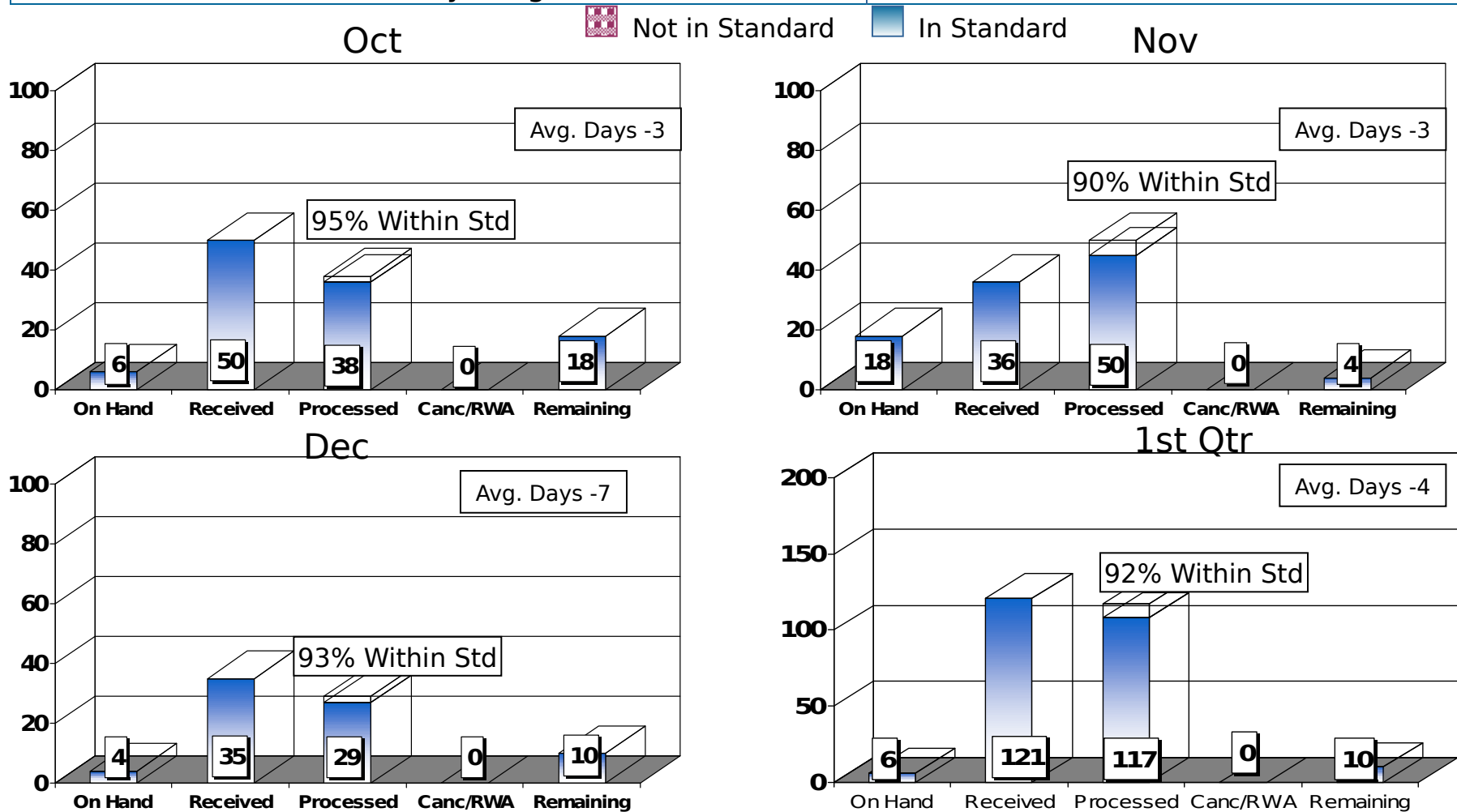
# SECTION 4

## Processing Personnel Actions

### Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



**TOPIC:****Non-Recruitment Actions Processed - YPG****1ST QTR-****FY99****PROPONENT: WCPOC - SSD****ASSESSMENT: Green****STANDARD** 5 Calendar Days Avg. from Date Rec'd in SSD

**ANALYSIS:** 92% of all non-recruitment actions were processed within 5 days of receipt in SSD, an improvement over last quarter's performance of only 61%. The overall average time to process actions was only 4 days, below the standard.

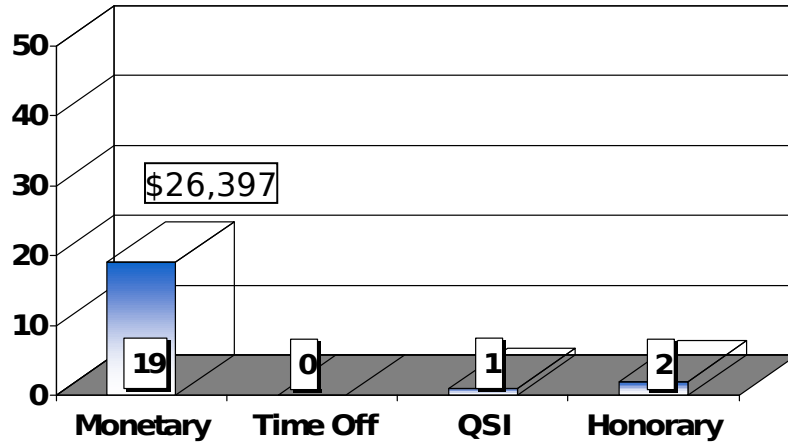
**TOPIC:**

**Awards Processed - YPG**

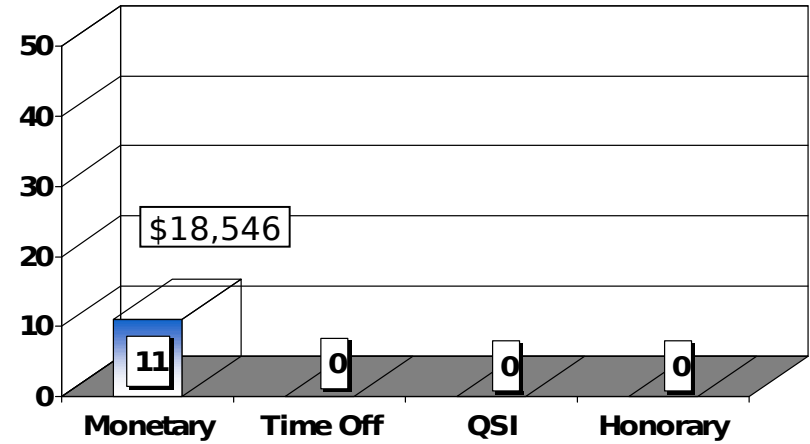
**1ST QTR-  
FY99**

**PROPONENT: WCPOC - SSD**

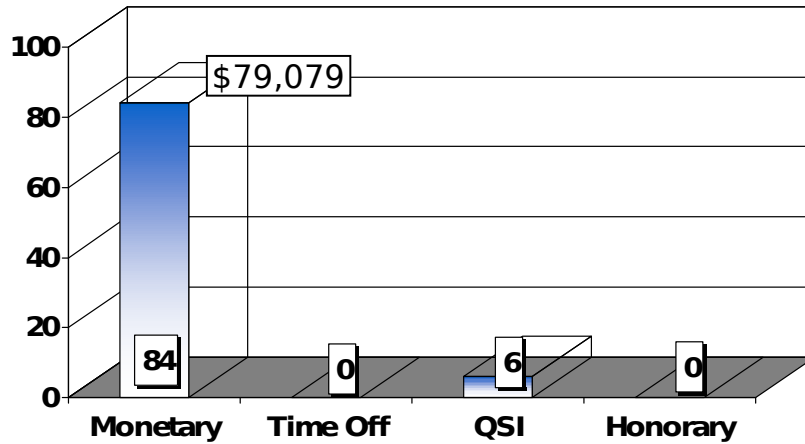
Oct



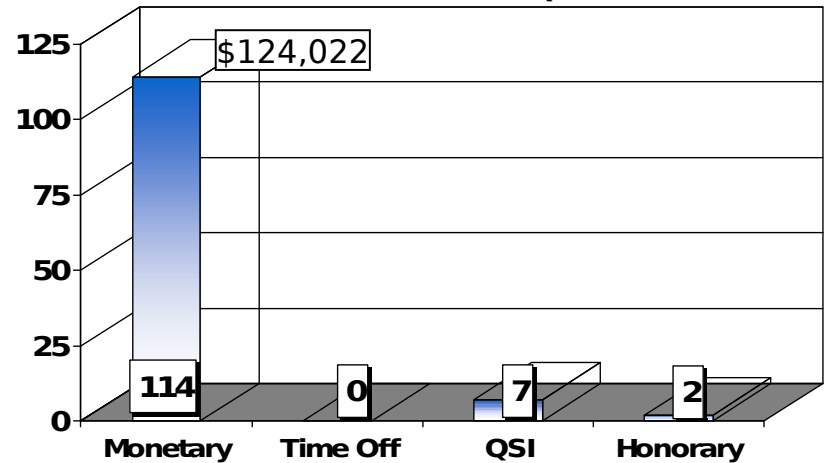
Nov



Dec



1st Qtr

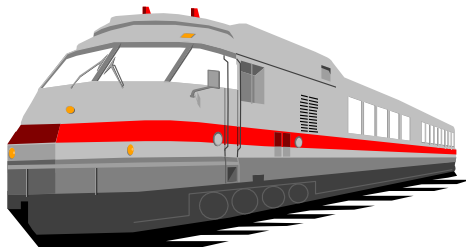


# Section 5

## Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the data base. Note that the TRAIN module of the Functional Process Improvement Suite is in use in some areas and will be deployed to all current serviced activities by the end of the second quarter, FY99.



**TOPIC:** Training Requests Processed - YPG

**1ST QTR-  
FY99**

**PROPONENT:** WCPOC - HRDD

**ASSESSMENT:** Green

**STANDARD:** 7 Calendar Days from Receipt

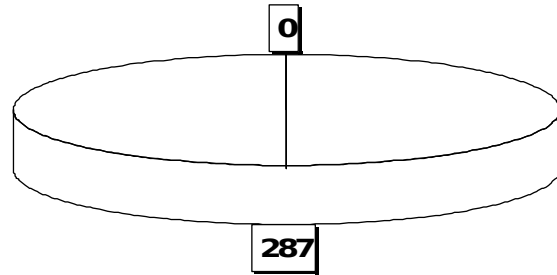


Manual DCPDS

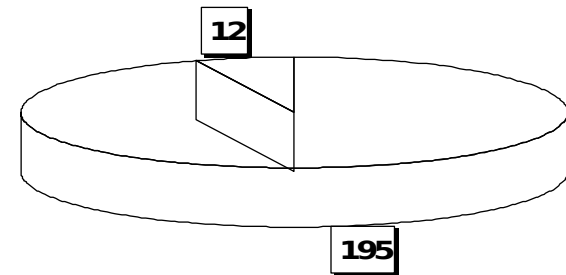


TRAIN FPI

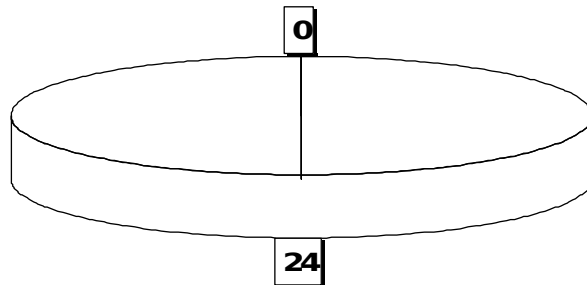
Oct



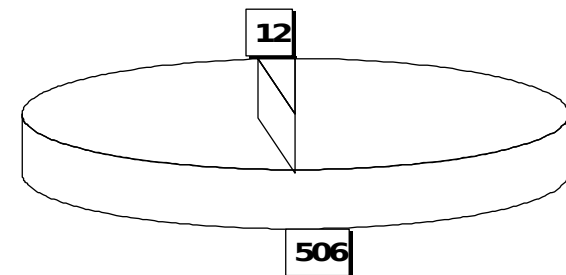
Nov



Dec



1st Qtr



**ANALYSIS:** All training administered by the CPAC was processed within standard. TRAIN FPI user training was conducted by the WCPOC during this period and full implementation of the FPI will occur during the next quarter.

# SECTION 6

## Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-  
Section

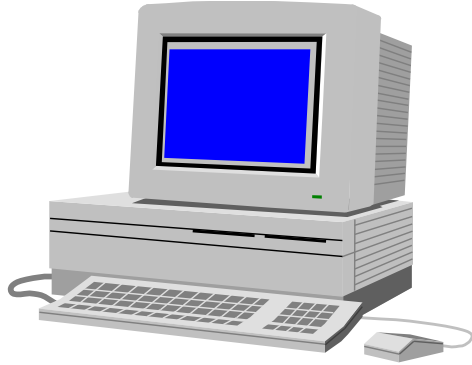
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI ) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

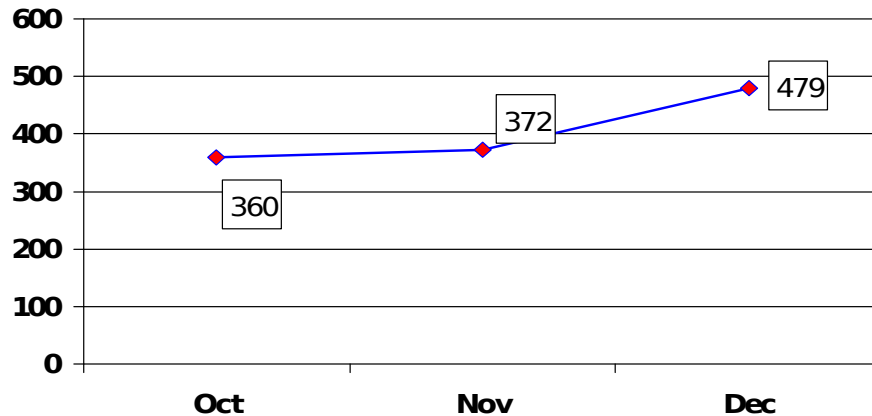


**TOPIC:** FPI Usage - YPG

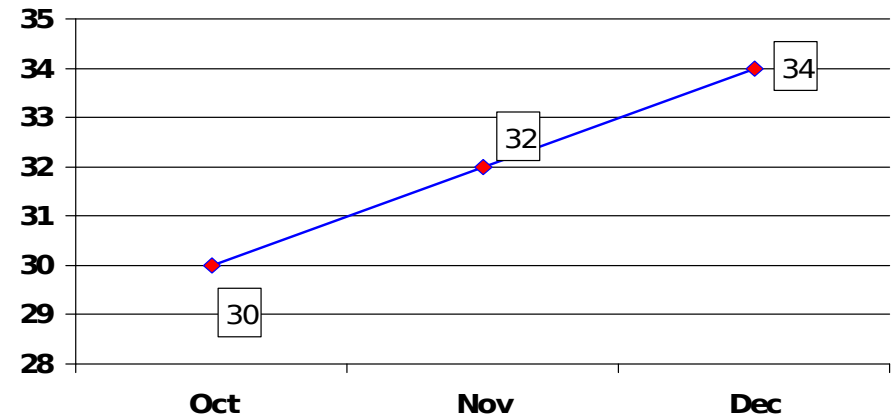
**1ST QTR-FY99**

**PROPONENT:** WCPOC-ISD

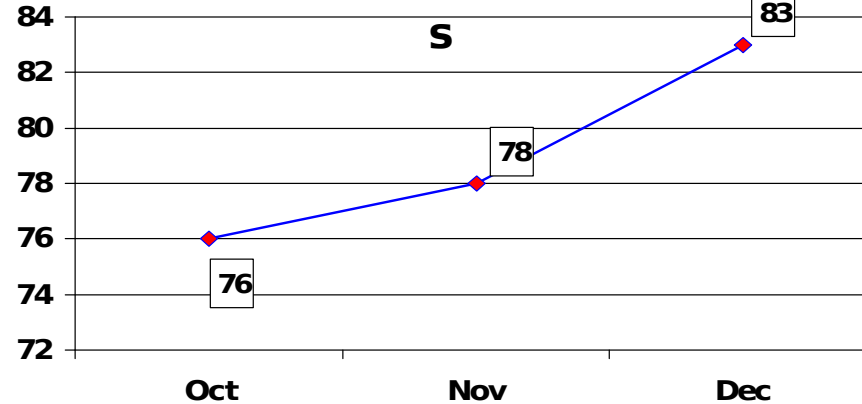
**Logins**



**Number of Managers that Logged In**



**Account**



**ANALYSIS:** Managers' use of the FPIs has remained fairly constant for this quarter. Approximately 40% of those with log-ins and passwords are using the FPIs

